

City of Chattanooga, TN
Personnel Class Specification

Class code 0376

FLSA: Exempt

CLASSIFICATION TITLE: RECREATION SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, organize and direct city-wide recreational programs for recreation centers, sports programs, cultural arts, fitness, or at-risk youth and special groups; responsibilities include assessing recreational needs and developing programs in assigned area, supervising daily operations and administrative activities, serving as staff liaison in promoting and managing assigned programs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Supervises the implementation and operation of centers, facilities, and programs; allocates personnel to centers and work sites and plans work schedules; instructs and trains staff; interprets rules and regulations; oversees programs and events to ensure compliance with adopted policies and procedures.

Coordinates the recruitment and selection of recreation centers and program staff; conducts training and orientation for new employees and volunteers.

Designs and issues program surveys to solicit feedback and comments from participants, instructors, referees and coaches; evaluates tournament, class and event results; reviews registration and participation statistics; meets with groups and individuals to assess the recreational needs of the community.

Develops management reports to document recreational programming needs, results, and recommendations; develops staff recommendations towards the achievement of departmental goals and objectives; presents findings to management.

Meets with subordinate staff members to coordinate the planning and development of programs and activities; sets and monitors budget for programs and events;

assists subordinates in promoting and organizing sports, classes, camps and special events.

Confers with other department and city staff, advisory groups and boards, the news media, outside organizations and community groups, local governments, and others regarding recreation programs and activities.

Serves as staff representative for assigned areas in promoting and publicizing programs and activities; solicits funding and sponsorships.

Designs program materials, work plans, promotional flyers and brochures; writes press releases, correspondence, memos and other documents; prepares program budgets, check lists, directories; negotiates instructor contracts; reviews and approves personnel, purchasing and general administrative documents.

Consults with management in identifying needed improvements and changes to recreational facilities, pools, ball fields, grounds and equipment.

Inspects and monitors the condition, use and operation of recreation centers, ball fields, playgrounds, pools, and work sites; documents and reports needed maintenance and repair work.

Prepares and issues information regarding changes in policies, rules, eligibility, disciplinary policies and other issues in assigned recreation programs, sports leagues or activities.

Oversees the preparation of registration forms, roster sheets, program/events rules and regulations, program information, promotional materials and other information.

Refers to city policies and procedures, recreational and athletic handbooks, national recreation programming materials, city maps, zoning maps, architectural drawings, budgets, administrative records, registration materials and other documents in performing assigned duties.

Attends conferences and seminars to maintain knowledge of trends and practices in recreational programming.

ADDITIONAL FUNCTIONS

Performs various duties of subordinates in planning, supervising and conducting programs for recreation centers, team sports, camps and other programs.

May officiate at games and tournament play as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in recreation, health, physical education or related field; supplemented by six (6) to nine (9) years previous experience and/or training that

includes recreation center supervision, recreation programming and related work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Certification in first aid and CPR is required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, rain, or temperature extremes.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.